LANDSHARK SEARCH TIPS

Search by Document Number

Selection Criteria:
Document Number (numeric only)
Selection List - (no selection list appears)
Resulting Inquiry – Show full details on file for the document number given
Example – 900101

Search by Name (Grantor/Grantee Name)

Selection Criteria:
Up to twelve letters of the Grantor or Grantee's name beginning with Last name First Name.

Guidelines for keying names:
Punctuation – eliminate all comas, periods, quotation marks, parentheses, colons, semicolons, question marks and apostrophes.

Example:	James G. Mellon	Key as Mellon James G
	R. S. Andrews	Key as Andrews R S

Surnames with prefixes. When individual surnames are compounded with prefixes, such as De, Van, or O', index as one word disregarding the apostrophe, the space or the capitalization, if any.

Example:	A. D. De Lamara	Key as DeLamara A D
	John A. Van Hoff	Key as VanHoff John A
	Patrick R. O'Neil	Key as ONeil Patrick R

Hyphenated names. Treat names composed of letters, words, or syllables joined by one or more hyphens as one word. All hyphens should be included. No spaces before or after hyphens.

Examples:	Mary S. Smith-Miller	Key as Smith-Miller Mary S
	Susan Evers – Harper	Key as Evers-Harper Susan

Sr., Jr. II, III. You may retain designations that follow names, such as Sr., Jr., II or III.

Examples:	John White, Sr.	Key as White John Sr
	Sam Smith, Jr.	Key as Smith Sam Jr
	Johnson John J III	Key as Johnson John J III
	Mean Robert S	Key as Mean Robert S II

Selection List:
Documents in Grantor/Grantee name order, beginning with the Grantor/Grantee name that most closely matches the characters entered.

Resulting Inquiry:
Shows full details on file for each document number chosen from the list, one at a time.

LANDSHARK SEARCH TIPS

Search by Legal Description

Selection Criteria:
Search Order – Ascending/Descending
Instrument Group
Search Matching – Normal/Exact
Starting Date
Metes & Bounds – (Section-Town-Range-Qtr/Qtr)
Plats (Plat #/Lot/Block) Use plat locator to locate plat number
Condo (Condo #/Unit #) Use plat locator to locate condo number

Selection List:
Documents that reference the Legal Description requested, and dated after the From Date given

Resulting Inquiry:
Shows full details on file for each document number chosen from the list, one at a time.

Results Tab
Lists results from Name or Legal Description search

Detail Tab
Shows full details on file for each document number from the list, one at a time

Questions: Contact us at cplanasch@co.dodge.wi.us